



Producer's Guidelines for Submitting Programs

When Proposing a New Program or Series, Producer must submit...

A *Project Proposal* and *Program Outline* which include

- Program or Series Name/Title
- Program or Series Content/Description
- Producer & Crew contact information
- Promotional materials which **may** include:
 - Producer Bio and production photo or video clip for the press, the ACMi website and CBB (Community Bulletin Board), *Facebook*, and/or *Twitter*
 - A short interview with producer may be conducted for submission to the *Advocate*, for the *ACMi* newsletter, and for promotional emails to ACMi members

NOTE: If editing is required, an editor **MUST** be assigned to each program or series **PRIOR** to beginning production to ensure completion in a timely manner for cablecasting.

The following timing standards will apply...

Pre and Post Roll:

Make sure all productions have no pre-roll with more than 3 seconds of black before program, or after program-ending fade to black.

Program duration:

Producers must limit their productions to standard timeblocks, including:

Under 10 minutes

20 - 28 :30 minutes

40 - 58:30 minutes, or

60 minutes plus 20 - 28:30 or 40 - 58:30

This is important to ensure that your program does not overlap another program's timeslot.

Post-production Requirements...

- Quality Control: **1** - Technical standards in camera and lighting control must be met in order to maintain consistent video levels; **2** - Audio levels from program to program need to be consistent so that viewers are not forced to drastically adjust the volume control on their televisions; **3** - *Normalize* audio and use broadcast-safe controls prior to final rendering;
- A producer's project is not complete until delivery to ACMi of: a broadcast-quality DVD for playback, archive, and back-up purposes and a 2-3 sentence written description of program or episode content . A short video clip "program bump" promoting the show is encouraged.
- An JPEG of ACMi's final show credit is available in the Control Room and at all edit stations and is a required final element for all programs that are produced at ACMi or that use any ACMi equipment.